

Electronic Data Interchange (EDI) and the MMARS Service Contract (SC)

Maintenance Contracts

For use in entering an EDI SC for a maintenance contract, each activated EDI vendor has identified one catalog number to be used. The vendor's catalog numbers are listed on VCAT as identified below:

Vendor Name	Maintenance Catalog Item Number	Description
I-NET, Inc.	INE-SVC-1316	Maintenance
Retro Fit, Inc.	SERVICE-RF	Maintenance

When entering the EDI SC transaction, please use that vendor's maintenance catalog item number. Since the vendor catalog table (VCAT) identifies these catalog items as variable rate items, all departments will be able to use the same catalog item number, yet vary the rate appropriately based on the monthly contract amount quoted.

Vendors have asked that when entering the EDI SC document, departments indicate in the SC text table (SCTX) how frequently you wish to be invoiced for that service. Vendors will issue electronic invoices based on the frequency of payment agreed upon. Departments must enter an order receipt transaction (OR) in accordance with this agreement.

For maintenance contracts, we have agreed with the vendors that a unit will be equal to one month. Vendors will provide monthly rates on their quotations for these contracts. This monthly rate should be entered into the RATE field and the number of months in the current fiscal year (equivalent to the duration of the maintenance contract) should be entered in the NUM UNITS field.

Departments may contract to pay monthly, quarterly, bi-annually or annually. In order to provide consistency and accommodate the various department payment preferences, entry in the NUM UNITS field should be based on monthly multiples.

For example if a maintenance contract is a one year contract for \$60,000.00 the RATE is \$5,000.00 and the NUM UNITS field is twelve (12), i.e., 1 year = 12 months = 12 NUM UNITS. If the contract is a six month contract for \$30,000.00, the RATE is \$5,000.00 and the NUM UNITS field is six (6), i.e., 6 months = 6 Num Units. If the contract were a three year contract for \$180,000.00, the RATE is \$5,000.00 the NUM UNITS field for the current fiscal year on line one (01) is twelve (12). For the outyear obligations, the NUM UNITS field is entered as zero (0.00). At the end of the fiscal year, and after the approved contract roll, the NUM UNITS field will be 12 for the new fiscal year and a new SC will be transmitted via EDI to the vendor for the contract amount for the new fiscal year.

The following screens show examples of an EDI SC maintenance contract. Notice that the length of the contracts shown are different, and the units reflect the number of months covered by the length of the contract. The rate is always monthly. Then when the OR document(s) is entered, with the appropriate number of months to be paid, it will match the invoice.